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**CITY OF TEMPE**  
**REQUEST FOR COUNCIL ACTION****Council Meeting Date: 6/13/2013**  
**Agenda Item: 5B5**

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**ACTION:** Award two-year contracts with three, one-year renewal options to Bureau Veritas North America, Inc., Charles Abbott Associates, JAS Pacific, Stantec Consulting, Inc., Sunrise Engineering, Inc., and Willdan for plan review and building inspection services to be used by the Community Development Department.

**FISCAL IMPACT:** There is no cost to the City for these contracts. The contracts are structured to allow the vendors to be paid directly by applicants. Total combined value of these contracts shall not exceed \$350,000 during the two-year contract period.

**RECOMMENDATION:** Approve the award of the contracts.

**BACKGROUND INFORMATION:** The City of Tempe issued a Request for Proposal (RFP) to establish term contracts for plan review and building inspection services. The awarded contractors will perform review and inspection services as an extension of City staff and will follow all City procedures and directives related to the services provided.

**Evaluation Process**

Six proposals were received and evaluated by a committee comprised of Community Development and Procurement staff. The responses were scored using the following criteria:

Criteria	Weight
Contractor personnel & qualifications	30%
Costs	30%
Methodology for performing the scope of work	15%
Corporate references	15%
Proposal content and documentation; acceptance of terms and conditions	10%

**Results of Scoring**

Firm	Initial Score
Bureau Veritas North America, Inc.	900
Sunrise Engineering	885
Stantec Consulting, Inc.	870
Willdan	870
JAS Pacific	815
Charles Abbott Associates	785

**Pricing**

Below is pricing for the initial review fees for plan review services. Pricing is based on a percentage of the City's Collected Plan Check Fee.

Firm	Structure Type	Initial Review Fee
Bureau Veritas North America, Inc.	Single-family residences, duplexes, garages, and related structures	45%
	Multiple residences (apartments, condominiums)	45%
	Commercial/industrial building and other related structures	45%
	High-rise mixed use residential/retail buildings	45%
Charles Abbott Associates	Single-family residences, duplexes, garages, and related structures	65%
	Multiple residences (apartments, condominiums)	65%
	Commercial/industrial building and other related structures	65%
	High-rise mixed use residential/retail buildings	65%
JAS Pacific	Single-family residences, duplexes, garages, and related structures	65%
	Multiple residences (apartments, condominiums)	65%
	Commercial/industrial building and other related structures	65%
	High-rise mixed use residential/retail buildings	65%
Stantec Consulting, Inc.	Single-family residences, duplexes, garages, and related structures	68%
	Multiple residences (apartments, condominiums)	75%
	Commercial/industrial building and other related structures	75%
	High-rise mixed use residential/retail buildings	75%
Sunrise Engineering	Single-family residences, duplexes, garages, and related structures	60%
	Multiple residences (apartments, condominiums)	60%
	Commercial/industrial building and other related structures	65%
	High-rise mixed use residential/retail buildings	60%
Willdan	Single-family residences, duplexes, garages, and related structures	75% < \$1M
		70% \$1M < \$20M
		65% > \$20M
	Multiple residences (apartments, condominiums)	75% < \$1M
		70% \$1M < \$20M
		65% > \$20M
	Commercial/industrial building and other related structures	75% < \$1M
		70% \$1M < \$20M
		65% > \$20M
	High-rise mixed use residential/retail buildings	75% < \$1M
		70% \$1M < \$20M
		65% > \$20M

The committee also evaluated and secured pricing proposed by the firms for second, third and additional plan reviews and hourly rates for inspection services.

The committee recommends award to all six firms. Awarding a combination of six qualified firms provides the City with a variety of qualified contract staff to accommodate a variety of projects that may need to be outsourced to help meet plan review and inspection turnaround times and our customers' construction schedules.

**ATTACHMENTS:** Bureau Veritas' proposal, Charles Abbott's proposal, JAS Pacific's proposal, Stantec Consulting's proposal, Sunrise Engineering's proposal and Willdan's proposal

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